

<p align="center"><b>CM/ECF</b></p> <p align="center"><b>User's Guide</b></p> <p align="center"><b>Part 2</b></p> <p align="center">US Bankruptcy Court, Southern District of Iowa</p>	<p align="center">Chapter</p> <p align="center"><b>US Trustee/Trustee Events</b></p>
	<p align="center">Section</p> <p align="center"><b>US Trustee/Trustee 341 Module</b></p>

**To activate this module you must be logged in as the trustee of record for case(s) to appear.**

The Trustee 341 Module is used to docket the following events:

- Report of 1<sup>st</sup> Meeting
- Report of Trustee in No Asset Case (SDIa-120)
- Continued Meeting



**NO** PDF image is attached to these events. These are docket text only events.

- Each of the columns displayed on the screen listing the debtors scheduled for a 341 Meeting represents an event in the court's event listing; with the exception of No Action.
- These same events are also available on the menus used by the trustee or court staff to docket to individual cases.

**STEP 1**      Select Bankruptcy

**STEP 2**      Select Trustee's 341 Filings

- Enter the date of the 341 Meeting to process.
- A screen displaying the list of debtors whose appearances were scheduled for that **day** for the **trustee** logged into CM/ECF.

 Bankruptcy • Adversary • Query • Reports • Utilities • Logout 							
U.S. Bankruptcy Court Southern District of Iowa - Test Database Trustee Anita L. Shodeen Date: 5/5/2003							
Case No.	No Action	First Meeting Held & Report of No Asset	Report of 1st Meeting Only	Continue To	Date	Time	AM/PM
<a href="#">02-80715-4-lmj sdfasd</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">03-00004-4-lmj Test Ankeny</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">03-00005-4-lmj Sherry Jensen</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">03-00006-4-lmj George Jefferson</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">03-00015-4-rjh Jane Jorgensen</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">03-00019-4-rjh Gina Pope</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">03-00025-4-rjh Delores Smith</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">03-80717-4-rjh Test Ch 7</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">03-80718-4-lmj Test, Test</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- There are radio button choices for each case. You can click only **one** radio button for each case.
- Each of these radio buttons with the exception of No Action, have a docket event attached to the selection.
- Selections are:
  - No Action (Default)
  - First Meeting Held & Report of Trustee in No Asset Case (SDIa-120)
  - Report of 1<sup>st</sup> Meeting Only
  - Continue To:

### Selection Results

Radio Selection	Results
No Action	The case will appear again on this list if this option is checked. Use when Order to Show Cause requested, Interrogatories are filed, meeting suspended, etc.
First Meeting Held & Report of Trustee in No Asset Case	The docket event, First Meeting Held & Report of Trustee in No Asset Case, automatically docket. No PDF document attached to the docket event. The case is removed from the list.

<b>Radio Selection</b>	<b>Results</b>
<b>Report of 1<sup>st</sup> Meeting Only</b>	<b>The docket event, Report of 1<sup>st</sup> Meeting, automatically docketed and the deadline for the 1<sup>st</sup> meeting is terminated.</b> No PDF document attached to the docket event. The case is removed from the list.
<b>Continue To</b>	<b>The docket event Notice of Continued Meeting automatically docketed.</b> The meeting date/time/location appears in the docket text. The case now appears on the list for the new meeting date.

- Only **one Trustee's Notice of Electronic Filing** is produced recording all activity of every case in this process. Docket text relates to the event docketed.
- The final docket text cannot be annotated and appears as standard text.

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